



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Health Officer DATE OPENED: April 29, 2020

DEPARTMENT: Flathead City-County Health Officer CLOSING DATE: May 25, 2020

If you have any questions about this position vacancy, call: (406) 751 - 8109.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

☒ FULL TIME

☒ REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:
TRAINING WAGE: \$ _____ per _____

☐ PART TIME

☐ SEASONAL

STARTING WAGE: \$ _____ per _____

SALARY AT:

☐ TEMPORARY

____ YEAR STEP: \$ _____ per _____

____ YEAR STEP: \$ _____ per _____

____ YEAR STEP: \$ _____ per _____

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

This is a contract position with the wage range of: \$90,000-\$110,000 annually depending on experience.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

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|--------------------|-------------------|---------------------|--|
| Job Title: | Health Officer | Job Code: | 00400 |
| Department: | Health Department | Pay Grade: | Unclassified |
| Reports to: | Board of Health | FLSA Status: | <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt |

Department Overview: The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. The Health Department offers primary health care services through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients. All services reflect our Mission, Vision, and Values. Staff duties are guided by mandates, the Flathead County Community Health Improvement Plan, and the goals and objectives of the Flathead City-County Strategic Plan.

Job Summary: The Health Officer performs administrative, supervisory, consultative and professional public health duties for the administration, organization, and maintenance of the City-County Health Department.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Reviews, understands, and ensures compliance with bylaws, contracts, grants, and other legal documents that define the organization's functions
- Orients the Board of Health with respect to trends, issues, concerns, regulatory changes, technology, and other relevant factors to facilitate the Board's decision making processes
- Supports the Board of Health and attends and participates in meetings of the Board of Health
- Provides the Board with reports of Flathead City-County Health Department's operations and activities, providing information, analysis and recommendations as appropriate

- Works closely with federal, state and local officials, agencies, community health providers, and the public to ensure program efficiency and compliance with applicable laws, rules and regulations
- Develops systems that ensure appropriate use, disposition, and accounting for all public funds as directed by the Board
- Facilitates the Board of Health's strategic planning process through provision of useful information that affects the organization
- Regularly reviews and ensures compliance with Flathead City-County Health Department's mission statement, vision statement, and organizational values, recommending modification as appropriate to the Board of Health
- Assesses community public health needs, develops and implements supportive health services and programs to fit those needs
- Interprets, designs, and enforces health codes, standards, practices and procedures
- Monitors the programs of the Health Department
- Seeks and administers government program grants; determines and establishes program and service priorities, work methods and procedures
- Promotes community interest in and understanding of public health programs and services; works cooperatively with other health care providers to protect the public's health
- Prepares reports, issues statements, and budgets to Board of Health and County Commissioners as required
- Hires, trains, evaluates and disciplines employees of the City-County Health Department; designs, implements, and participates in department training as well as public education programs and services
- Communicates Health Department issues to the Board of Health in an appropriate manner; communicates personnel issues to Personnel Committee of Health Board
- Prepares preliminary budget estimates and exercises control over departmental and program expenditures to maintain a balanced budget
- Serve as a liaison to the Flathead Community Health Center Board of Directors
- Conduct Collective Bargaining Unit negotiations and regularly communicate with the Montana Federation of Public Employees
- Performs all other duties that must be performed by a Health Officer as delegated, ordered, or assigned by the Board of Health or in accordance with MCA 50-2-118

Physical Demands and Working Conditions:

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
- Constantly required to climb stairs.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The noise level of the building is usually moderate; however employee is occasionally subjected to loud equipment noise.

Supervision Exercised: This position manages all employees in the Flathead City-County Health Department, either directly or through subordinate managers and supervisors.

Knowledge, Skills, and Abilities:

The job requires knowledge of public health principles and practices, including community health problems, preventative measures, and knowledge of local, state and federal resources; relevant Montana Statutes and local public health rules and regulations; communicable diseases and epidemics and their prevention; sanitation and/or disinfection and community hygiene.

The job requires skill in practicing good judgment, common sense, and being proactive, visionary, open-minded, and unbiased; delegating and empowering the staff and being a mentor/coach; demonstrated competence in administration; leadership skills; developing budget estimates and preparing statistical estimates and summaries.

The job requires the ability to meet and deal effectively with the Board of Health, County Commissioners, agency staff, other agencies and the public; supervise, guide and develop skills and performance of personnel; ability and willingness to travel.

Education and Experience:

Per Montana Code Annotated 50-2-116 a Health Officer must have a master's degree in public health or be a physician or have equivalent experience and education.

| Action | Date | Reference |
|---------|------------|------------------------|
| Adopted | 11/19/2009 | Commissioners' Minutes |
| Revised | 4/14/2020 | Commissioners' Minutes |